



## FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

### OFFICE TECHNICIAN (TYPING)

<b>SALARY RANGE</b>	<b>\$2809 - \$3515</b>
<b>TENURE/TIME BASE</b>	<b>Permanent, Full Time</b>
<b>PROGRAM/DEPARTMENT</b>	<b>Clinical Services</b>
<b>FINAL FILING DATE</b>	<b>September 21, 2016</b>

**DESCRIPTION OF DUTIES:** Provides general clerical support performing a high degree of independence, initiative and originality in the performance of duty. Answers and directs phone calls, visitors and takes message; types a wide variety of documents, forms, reports, memos, minutes using typewriters and computers; tracks and maintains program data such as consumer and personnel information and report due dates; establishes and maintains office filing system; serves as timekeeper for assigned staff; photocopies documents; opens and distributes mail (excluding confidential and sealed mail); schedule meetings; processes working knowledge on the use and maintenance of modern office equipment, such as personal computer, copiers, and typewriters; attends and participates in training as required; works extended hours and/or varying shifts; works at various sites as required; reviews written material for accuracy and conforms with secretarial manuals policies and other duties.  
Ability to type 40 w.p.m.

**WHO MAY APPLY:** Candidates with list, transfer or reinstatement eligibility for the classification. Seeking candidates that possess excellent organizational, verbal and written communication skills, as well as proficiency in computer software programs such as Word, Excel and Access. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the California Department of Human Resources website [www.calhr.ca.gov](http://www.calhr.ca.gov). **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

**TYPING CERTIFICATE MUST BE ATTACHED OR YOUR APPLICATION WILL NOT BE CONSIDERED.**

***\*Only applications with original signatures will be accepted\****

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:**

FAIRVIEW DEVELOPMENTAL CENTER  
TESTING OFFICE, ROOM 211  
2501 HARBOR BLVD.  
COSTA MESA CA 92627  
(714) 957-5255

**IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.**

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.